

DEFENSE REUTILIZATION AND MARKETING SERVICE (DRMS)

MISSION:

Under the direction of the DLA Director, DRMS provides centralized DOD disposal management of excess and surplus military property supporting U.S. military forces worldwide, Federal Agencies, State Agencies, and Foreign Military Sales.

DIRECTOR (D)

MISSION: Directs the execution of all assigned missions and responsibilities.

DEPUTY (DD)

MISSION: Serves as principal staff assistant and advisor to the Director.

FUNCTIONS:

1. Acts for the Director in the execution of directorate level responsibilities.
2. Exercises staff coordination and integration of activity operations.
3. Promulgates guidance and decisions from the Director and follows up to assure implementation is effected.
4. Reviews staff actions requiring approval and recommends appropriate decision level within the Command Group.

COUNSEL (DG)

MISSION:

The Office of Counsel provides legal advice and services to the Director and staff elements on matters involving or affecting DRMS, including DRMS overseas activities. DRMS Counsel also provides legal services to the Commander, Defense Logistics Information Service (DLIS).

FUNCTIONS:

1. Performs legal research incidental to, and provides opinions and recommendations concerning, the development, analysis and implementation of DRMS' plans, programs, systems and operations.
2. Advises and represents assigned clients on all matters of law, including international law. Assists the Department of Justice on matters of foreign and domestic litigation.
3. Assists clients in the interpretation and application of non-contractual agreements, including but not limited to interagency and intra-agency Memoranda of Agreement (MOA), interservice support agreements (ISAs), licensing agreements, Status of Forces Agreements

(SOFAs); customs, basing and tariff agreements, and labor and personnel agreements; real estate permits, treaties; defense cooperation agreements; bilateral sales agreements; acquisition agreements; and diplomatic exchanges.

4. Advises directors, supervisors, and personnel (military, civilian, and local national) on the exercise of foreign criminal jurisdiction under applicable SOFAs.
5. Analyzes the legal impact of proposed and new legislation, regulations and policies. Initiates legislation where appropriate.
6. Advises the Director and staff elements on legal aspects of the establishment and implementation of systems for information technology security, installation security and internal controls.
7. Assists in the formulation of acquisition policy and procedures, the preparation of solicitations and contracts, and their administration. Reviews solicitations and proposed contract awards and contract modifications for legal sufficiency. Advises on and reviews post contract award actions such as termination settlements, payments and novation agreements. Participates in the negotiation of contracts and in the determination and enforcement of contractual rights and obligations. Advises on the identification and resolution of potential and actual claims.
8. Advises as to legal sufficiency of contracting officer decisions under the "Disputes" clause.
9. Reviews allegations of mistakes in bids on procurement and sales contracts and permits withdrawal or provides recommendation to correct, deny correction or deny withdrawal in accordance with existing regulations. Reviews and, if warranted, concurs on proposed disposition of claims of mistake alleged after award. Acts on requests for extraordinary contractual relief in accordance with existing regulations.
10. Counsel exercises supervisory and professional authority over subordinate personnel providing legal services to DRMS.
11. Responsible for court litigation matters handled by the Department of Justice relating to DRMS' activities and operations, including gathering evidence, obtaining witnesses, developing legal positions and arguments, preparing litigation reports and draft pleadings, motions, memoranda and other filings, and providing other support to the Department of Justice as requested. Such support may include acting in an "of counsel" or co-counsel capacity.
12. Assembles facts, prepares proofs of claim, prepares reports and represents DRMS in matters relating to contractor insolvencies and bankruptcies.
13. Represents DRMS' legal position on protests submitted to the contracting officer. Represents DRMS on protests filed with the GAO against the award of contracts.
14. Represents DRMS in all administrative litigation involving DRMS' activities and operations. This includes proceedings before the Armed Services Board of Contract Appeals, an arbitrator appointed under the terms of a negotiated bargaining unit agreement, the Merit Systems Protection Board, the Federal Labor Relations Authority and the Equal Employment Opportunity Commission, various state and local authorities and the EPA.
15. Assembles facts and prepares reports and recommendations to higher authority, as requested, on cases referred by the Special Counsel, Merit Systems Protection Board.
16. Serves as Deputy Agency Ethics Official and ethics counselor under the OGC/DOD/DLA Standards of Conduct Program. Reviews Executive Branch Confidential Financial Disclosure Reports (Standard Form 450) submitted by Command employees. Provides standards of conduct briefings to Command employees.

17. Pursuant to the Business Integrity Program, examines matters involving potential contract fraud, violations of antitrust laws or other improper conduct by offerors or contractors, and violations of conflict of interest laws and regulations. Refers matters that merit investigation to the appropriate investigative agency. Monitors progress of investigation, provides legal support as required, and initiates further action in the matter as warranted, including reports and recommendations to higher authority for debarment or suspension, referral through the Office of General Counsel, HQ DLA, to the Justice Department for possible civil recovery litigation.
18. Arranges for provision by the Military Departments of legal assistance to active duty military personnel assigned to the Director.
19. Serves as legal member of duly constituted boards, panels or committees.
20. When designated by the Department of Justice as a Special Assistant United States Attorney, acts as prosecutor in criminal cases before the U.S. Magistrate or in other Federal Court in cases involving DRMS.
21. Assists in the formulation of environmental policy and procedures and the preparation of environmental documents for compliance and consistency with all environmental laws and regulations. Advises on and reviews, for legal sufficiency, written communications with environmental regulators, permit applications and other responses to regulators. Represents the agency before administrative tribunals and boards convened as a result of the agency's legal position on environmental compliance. Represents the agency in negotiations involving environmental response actions on privately owned cleanup sites and on DOD installations. Reviews and recommends action on offers of settlement relating to environmental claims. Initiates appropriate affirmative cost recovery.
22. Serves as the focal point for the Alternative Dispute Resolution (ADR) Program for DRMS and DLIS. Conducts ADR training and promotes the use of ADR to resolve disputes.
23. Advises DRMS overseas units on aspects of military operations law.
24. Advises the DRMS Director and members of DLA Contingency Support Teams on legal matters associated with supporting the warfighter.
25. Advises the DRMS Director and staff elements on issues involving the privatization of government services and on issues arising under the Base Realignment and Closure Act.
26. Advises the DRMS Director and staff elements on issues regarding release of information, including releases under the Freedom of Information Act and the Privacy Act, and on the release of confidential business information.
27. Represents DRMS' legal position on all personnel matters, including grievances and filings before the MSPB and EEO.
28. Serves as the focal point for drafting and coordination of Congressional testimony by the DRMS Director or designated representatives.
29. Provides legal advice and counsel as necessary to support DES activities supporting the DRMS Director and staff elements.

PUBLIC AFFAIRS (DP)

MISSION:

Directs the Public Affairs Program for DRMS, DLIS, DES and other Federal Center agencies as covered by ISAs.

FUNCTIONS:

1. Advises the Director and staff on all public affairs matters, consistent with DRMS/DLA policies. Provides public affairs guidance and support to field activities.
2. Develops, administers and evaluates a worldwide Public Affairs Program. Sets public affairs policy for the organization incorporating DLA and other Federal regulations.
3. Is the central point of contact for DRMS/DLA on all media queries and public relations activities regarding DRMS third party sites.
4. Provides technical assistance and monitors the overall DRMS exhibits program.
5. Plans, directs, and operates the activity's internal informational program, including publishing an employee newspaper.
6. Provides public affairs guidance and assistance to field activities. Clears speeches, articles, audiovisual productions, and other informational material prepared by field activities, coordinating with the appropriate functional managers. Arranges clearance of material with DLA headquarters when required.
7. Is the activity's central point of contact for all inquiries from the media and the general public. Prepares coordinated responses to such inquiries. Coordinates media visits to DRMOs.
8. Plans and executes a local community relations program to sustain community support of the activity. Establishes and maintains liaison with the local community and civic and trade organizations. Plans and promotes the improvement of public understanding and support of the activity's programs and objectives. Plans and arranges civic/community groups' visits, tours and other special events sponsored or supported by the activity.
9. Prepares speeches for the Director and key staff members.
10. Prepares, coordinates, and disseminates informational material about the activity. Provides informational material to trade and special interest organizations, contractor firms, the activity's military customers, other Federal and State agencies, and the general public.

COMMAND SUPPORT (DX)

MISSION: Provides command level administrative support.

FUNCTIONS:

1. Advises the DRMS Director and Deputy as necessary on matters forwarded for action, signature or information.

2. Recommends solutions to management and administrative problems as they occur.
3. As protocol officer, ensures all Command-level functions, events, and ceremonies are handled appropriately. Develops and implements policy and procedures governing the conduct of Command-level conferences and briefings.
4. Presents new concepts and management changes to existing policy.
5. Maintains overview of all administration within the Command and takes corrective action when necessary.
6. In collaboration with other staff elements, prepares and/or monitors responses to congressional inquiries and Defense Hotline Referrals/Complaints.
7. Informs the Director of incoming visitors and, serves as liaison for scheduled conferences. Coordinates VIP visits and other protocol-related actions, in accordance with existing guidelines and established precedents.
8. Manages the Beneficial Suggestion Program.
9. Serves as focal point for all overseas Theatre Clearances and the Foreign Visitor Program.
10. Develops policy and procedures for obtaining printing support. Manages the printing budget.
11. Prescribes and implements policies, procedures and standards governing preparation and presentation of all Command-level briefings.

DISPOSAL OPERATIONS J-3/4 (B)

MISSION:

Acts as the principal advisor to the DRMS Director regarding the ultimate disposition of excess and surplus property. Determines the optimum, risk-free disposition of excess and surplus property worldwide and ensures that contract vehicles are in place to effect that disposition. This includes processes for reutilization, transfer, donation, sale, and abandonment/destruction of usable materials as well as the proper disposition of controlled property such as hazardous materials and wastes, precious metals, and property requiring demilitarization. Promotes maximum reutilization of DOD excess property to the Military Services, as a cost avoidance in lieu of new procurement to fulfill their supply needs. Directs the management of customer relationships. Responsible for policy and procedures regarding receipt, accountability, storage, and issuance of DOD excess property. Provides worldwide oversight and assistance. Assures that activities at the field level are supported in problem resolution efforts. Provides day-to-day guidance and direction to DRMS forward-deployed elements in support of contingency operations.

INTEGRATION AND ANALYSIS J-30 (BA)

MISSION:

Supports the Director by accomplishing those functions affecting the entire Directorate such as data analysis, policy coordination and budget execution. Oversees the Transportation Management effort and provides administrative support for the Directorate.

FUNCTIONS:

1. Coordinates with the DLA Disposal working Group to maintain the DOD 4160.21-M, Defense Materiel Disposition Manual, to reflect current policy guidance of the Secretary of Defense. Meets with Military Service and GSA representatives to review and coordinate proposed changes.
2. Acts as liaison between DLA and DRMS in the maintenance of all DRMS regulatory publications. Coordinates requests for waivers from DLA and DRMS policy.
3. Provides centralized business analysis, research and other administrative support to the directorate such as functional review board process.
4. Gathers and analyzes data on programs and processes under the Directorate's purview.
5. Develops Systems Change Requests related to the programs and processes under the purview of the Directorate.
6. Manages a Transportation Program to ensure that all DRMS shipments are moved using the most cost effective mode while meeting the customers' needs. Assists DRMOs in the movement of property, and tracks and monitors transportation charges billed to DRMS fund citations. Disputes incorrect or excess transportation billing. Provides transportation solutions and develops initiatives to optimize the transportation of excess and surplus property.
7. Liaisons with other DOD activities; DOD contractors; Federal and state customers; and commercial carriers reference the movement of DRMS property.
8. Participates in the planning, current and long range, of the Command objectives reference transportation of property.
9. Assists in the management and obligation of the DRMS transportation budget.
10. Receives customer concerns about DRMS disposal support and coordinates resolution with DRMS field activities.
11. Tracks customer issues and concerns through the DLA CSM SAP Service module, and ensures resolution has been reached for the customer. Includes both the issues coming in from DRMS customer service employees as well as issues coming in through the DLA Customer Interaction Center (CIC).
12. Acts as the Program Manager for customer surveys. Develops customer satisfaction measures and goals, as well as the instruments and methodologies used to obtain qualitative and quantitative customer feedback.
13. Represents DRMS for the DLA customer assessment program (surveys) and Integrated Process Team (IPT).
14. Develops processes and practices to provide useful customer analysis information to decision-makers throughout DRMS. Collects and analyzes data to create a cohesive picture of customer support.
15. Manages and oversees the budget process and ensure proper execution of the budget lines. This includes Travel (DTS), Impact cards and other programs with in the directorate.
16. Performs COR/COTR functions and contracts in support of cross directorate functions.
17. Overseas and manages the DRMS World Wide Web site. Ensures compliance with DOD regulations and the data is appropriate, current and accurate.

INVENTORY MANAGEMENT J-32 (BL)

MISSION:

Responsible for execution of the receipt, accountability, storage, and issuance of DOD excess property by providing worldwide oversight and assistance. Assures that activities at the field level are supported in problem resolution efforts. Provides oversight and direction for all issues related to the accounting for excess and surplus property on the DRMS accountable record.

WAREHOUSING J-321 (BLW)

FUNCTIONS:

1. Provides oversight, guidance, and technical advice and assistance to field activities regarding all aspects of property management and distribution processes.
2. Oversees the coordination, implementation, direction and alignment of newly developed operational responsibilities, programs and initiatives.
3. Analyzes overall operations to evaluate performance effectiveness and efficiency of field locations. Based on this analysis, advises the Operations Director of operational status and corrective actions initiated to resolve challenges and the implementation of recommended process improvements and their effectiveness.
4. Establishes and manages the performance of multi-functional teams required to provide technical assistance and support to DRMOs and to monitor DRMO operations.
5. Provides temporary DRMO management as required by circumstances.
6. In coordination with the DSDs, provides disposal support to DLA Europe, DLA Pacific, USEUCOM, USPACOM, USCENTCOM, USNORTHCOM, and USSOUTHCOM in execution of contingency operations and emergencies.
7. Coordinates directly with DLA OCONUS field operational activities to develop OCONUS contingency disposal policy related to the requirements identified by these activities.
8. Implements and executes policies and procedures for all property disposal activities required by forward deployed elements.
9. Provides functional assistance for property accounting and property distribution systems.
10. Recommends system enhancements and provides training, technical assistance and guidance to DRMOs.
11. Reviews, analyzes, and conducts special studies to evaluate property management and distribution programs.
12. Coordinates with Inventory Management (J-32) to recommend system enhancements and assists with developing new or revised property accounting policies and procedures.
13. Serves as the DRMS liaison to DES for all facilities issues. Determines DRMS space requirements, prioritizes with DRMS field activities all capacity issues, repair and maintenance requirements, and consolidates/monitors the status of DRMS facilities projects. Serves as the DRMS liaison to DES for all equipment issues. Determines DRMS equipment needs, prioritizes with DRMS field activities new requirements and monitors equipment inventories throughout the organization.

PROPERTY ACCOUNTING J-322 (BLP)

FUNCTIONS:

1. Reviews and validates the data integrity and accuracy of property inventory and the accountable record.
2. Manages the DRMS Worldwide Financial Liability Investigation of Property Loss (FLIPL) Program.
3. Provides functional assistance for property accounting and property distribution systems.
4. Manages the DRMS Worldwide Recycling Control Point (RCP) Program. Monitors performance through daily contact with field liaisons to discuss overall operations. Performs research and analysis as requested to identify and report special handling requirements, determines trends and recommends resolutions.
5. Serves as program manager for the Electronic Turn-In Document (ETID) and Web Enabled Document Conversion System (WEB DOCS) Programs.
6. Provides inventory account monitor support and assistance to Contingency Operations.
7. Serves as data owner for the Management Information Distribution and Access System (MIDAS).
8. Performs Financial Liability Officer function of high risk or high value Financial Liability Investigation of Property Losses.

ENVIRONMENTAL J-33 (BE)

MISSION:

Acts as principal advisor to the Director, Disposal Operations, for the disposal of hazardous material and waste and, provides guidance on environmental regulatory aspects of other DRMS program areas focused on maintaining compliance and furthering EMS (Environmental Management System) goals. Represents DRMS in dealing with DLA, the military services and regulatory officials in matters concerning environmental compliance.

FUNCTIONS:

1. Prepares Statements of Work for hazardous waste disposal contracts and provides technical assistance to contracting officers and contracting officer representatives.
2. Arranges and/or conducts evaluations regarding permitting, compliance, and financial acceptability of TSDFs, transporters, RTD actions and purchases of hazardous material.
3. Provides expertise to teams performing environmental compliance visits, such as pre-award/post-award performance checks and follow-up inspections to survey environmental compliance by DRMOs, hazardous property sales customers, and disposal contractors.
4. Develops policies and procedures for the worldwide disposal of hazardous property.

5. Develops procedures to facilitate hazardous property disposal in unusual circumstances or in response to generator requests for special forms of contract support.
6. Suggests training areas to DRMS J-5 to consolidate and include in DRMS training plans. Participates in development of training not available from outside sources.
7. Determines the eligibility of hazardous property for reutilization, transfer, donation or sales.
8. Coordinates development of DRMS goals in the Environmental Management System (EMS). Maintains and reports on compliance regarding the EMS.
9. Provides functional expertise on environmental issues in the development of automated systems.
10. Responds to environmental compliance issues identified by regulators and corresponding reporting requirements by DRMS to DES (such as support to Measure of Merit reporting requirements).

CONTROLLED PROPERTY J-35 (BC)

MISSION:

Prevents the unauthorized release of military unique, dangerous or environmentally sensitive property. Acts as the principal advisor to the Director, Disposal Operations, for the compliant handling of controlled property as well as the processing and final disposition of that property. Manages the worldwide DRMS Demilitarization (Demil) Program, Demanufacturing Program (including the Federal Prison Industries UNICOR Program), and Controlled Property Centers. Provides program oversight for the Centralized Demil Centers.

FUNCTIONS:

1. Develops and monitors the implementation of policy and standardized operating procedures for compliant demilitarization to prevent the release of unauthorized controlled property.
2. Establishes goals and objectives, and develops strategic initiatives for the Demil Program while monitoring the program's effectiveness through established milestones/metrics and briefings.
3. Coordinates with DLA, DOD components, other Federal agencies, state and local governments, and the private sector, and assists in resolving operational problems affecting the Demil Program.
4. Maintains liaison with DOD, Governmental and industrial representatives to stay abreast of innovative Demil methods and techniques.
5. Collaborates/coordinates with the other internal offices, DOD components, Federal, state and local agencies in the development of future initiatives, plans, procedures and operating requirements for the demilitarization program.
6. Develops, coordinates, evaluates and initiates all contract requirements in support of the Demil Program to improve Demil performance and ensures compliant surveillance of contractual requirements.
7. Manages the worldwide DRMS Controlled Property Validation Office.
8. Develops and monitors the implementation of property validation policy and procedures.

9. Establishes goals and objectives and develops strategic initiatives, while monitoring the Demil Program, Demanufacturing Program, and Controlled Property Validation Program to ensure their effectiveness through established milestones/metrics.
10. Interfaces with the DLIS Demil Coding Management Office in managing the Demil Challenge Program. Interfaces with DOD Item Managers to ensure accuracy of assigned Demil Codes.
11. Serves as the DLA program manager for the DLA Central Registry for the Small Arms Serialization Program (SASP). Prepares annual weapons reconciliation and provides CDC Anniston and Crane, and other DLA activities a listing of small arms in their inventory, including serial numbers.
12. Develops and ensures that Demil training requirements are identified for all DRMS personal that support the Demil program, including training to DOD generating activities.
13. Coordinates and assists DLA, DOD components, other Federal, state, local agencies, and private sector in resolving operational problems affecting the DRMS Demil Program and the release of controlled property.
14. Maintains and administers the Safety and Latent Defect (SALD) notification program.

REUTILIZATION/TRANSFER/DONATION/SALES J-36 (BB)

MISSION:

Acts as principal advisor to the Director, Disposal Operations, for the Reutilization, Transfer, Donation and Sales Programs including Commercial Venture and Scrap Venture. Strives to maximize the reutilization of DOD excess property to the Military Services. Assures transfer and donation policies and procedures are effectively and efficiently carried out. Administers and executes Section 257a, Program 1033, Title 10 United States Code, for the Director, DLA, as directed by the OSD, affecting the legal transfer of excess DOD personal property to federal, state, and local law enforcement agencies in support of law enforcement missions with priority given to counter drug/counter terrorism. This mission is carried out in consultation with the Attorney General, Department of Justice, and the Secretary of Defense Office of National Drug Enforcement Policy and Support in accordance with Public Law supporting the President's National Drug Control Strategy.

REUTILIZATION/TRANSFER/DONATION J-361 (BBR)

FUNCTIONS:

1. Serves as program manager for the DRMS Reutilization, Transfer and Donation Programs.
2. Develops policy and procedures and provides technical advice and assistance surrounding worldwide aspects of the Reutilization, Transfer and Donation Programs.
3. Promotes maximum reuse of excess, surplus, and foreign excess personal property.
4. Manages the assigned DOD screening systems for screening excess personal property within the Military Services, Defense Agencies, and eligible foreign countries.

5. Supports disposal of Military Assistance Program (MAP) property and other foreign-owned property in compliance with the DOD guidance.
6. Provides asset visibility and processing of customer requirements for reutilization, transfer and donation in accordance with DOD 4160.21-M.
7. Resolves conflicts with reutilization, transfer, and donation customers.
8. Provides technical support to reutilization, transfer and donation specialized programs.
9. Manages and promotes Computers for Learning Program.
10. Promotes and administers the DRMS Foreign Military Sales Program.
11. Coordinates with foreign countries through the U.S. State Department to obtain approvals, clearances, and limits on the acceptance of foreign currency as required by country-to-country agreements.

SALES J-362 (BBS)

FUNCTIONS:

1. Manages the sale of surplus personal property, foreign excess property, and the Exchange or Sale Program.
2. Administers and oversees the Commercial Venture contract for usable property.
3. Administers and oversees the Scrap Venture contract and/or similar scrap sale initiatives.
4. Administers and maintains the Bidders Master File (BMF).
5. Executes the appointment of DRMS Sales Contracting Officers (SCOs). Maintains a consolidated list of all appointments. Ensures SCOs have received proficiency updates in accordance with regulatory guidance.
6. Develops multi-year term type contracts that include Requests for Technical Proposals (RFTPs), Invitations for Bid (IFBs), pre-solicitations, and post award conferences.
7. Processes sales referrals; prepares Invitations for Bid (IFBs). Solicits, receives and evaluates bids, and awards and administers sales contracts for property in CONUS not referred to the Commercial Venture or Scrap Venture contracts. This includes but is not limited to usable property requiring demilitarization as a condition of sale, hazardous property and scrap located in the controlled area, as well as property sold under the Exchange or Sale authority.
8. Evaluates and provides information and/or documents to answer inquiries from private individuals/organizations or government agencies, congressionals, and others related to particular sales or to requests for information regarding how to participate in those sales.
9. Administers the issuance and dissemination of information and operating requirements on Annual Bid Deposit Bonds.
10. Prepares and submits anti-trust paperwork to the Department of Justice for any proposed award in excess of \$3,000,000.
11. Prepares, awards, and administers sales authorized by federal legislation that are performed as an exception to the Federal Property Management Regulation (FPMR), such as the Commercial Space Launch Act, Wildfire Suppression Aircraft Transfer Act, and the Oil Spill Containment Act.
12. Accomplishes withdrawals from sale, based on requests from reutilization customers in accordance with DOD policy.

13. Develops policy and procedures for the sale of excess and surplus property worldwide as well as property sold under the Exchange or Sale sales authority.
14. Develops initiatives to lower costs and/or increase proceeds from the sale of property.
15. Works with the appropriate offices to obtain sales authority in foreign countries.
16. Develops sales strategies for hard to sell items. Conducts negotiated sales for property abandoned by the Commercial Venture sales contractor.
17. Provides clearance packages to the Trade Security Control Office.
18. Reviews and approves draft IFBs prior to issuing to the public for both CONUS and OCONUS.
19. Ensures all property being offered for sale has been reviewed by the DRMS Verification Office for certification that it is safe to sell.
20. Advises customers when property experiences a status change and has become controlled in some manner. Assists purchasers in returning the property to the Government when applicable.

LAW ENFORCEMENT SUPPORT OFFICE (LESO) J-363 (BBL)

FUNCTIONS:

1. Administers reutilization and transfer of DOD excess personal property deemed suitable for use by Federal, state, and local law enforcement agencies (LEAs).
2. As DOD Manager for the 1033 Program, develops plans, policies, procedures, program objectives, guidance, and program evaluation criteria regarding the administration, management, oversight, and implementation of the DOD Law Enforcement Support Program.
3. Develops and administers policies and procedures relating to the recovery and disposal of DOD excess personal property obtained by LEAs through the 1033 Program when the property is no longer needed by the LEA.
4. Develops, operates, and maintains the DOD/DLA Law Enforcement Support Office/1033 Program website to provide information, instructions, and program guidance to the law enforcement community and other DOD agencies with interests in the 1033 Program.
5. Works in conjunction with DOD, DLA, GAO, and other field offices, Criminal Investigation Services, and Special Investigations Offices regarding cases being investigated involving property received by LEAs through the 1033 Program.

MAJOR COMMAND SUPPORT (J-38) (BS)

MISSION:

Ensures visibility and viability of DRMS services and support to the Major Commands by providing liaisons (Military Command Representatives) as the DRMS link in the logistics information chain. These liaisons are committed to working closely with Major Commands in resolving disposal issues, finding workable solutions, and informing the services of current and future services and changes within DRMS. Informs and advises the DRMS Director on Major Command issues and concerns. Engages the DRMS Enterprise on behalf of the Service Commands.

FUNCTIONS:

1. Provides technical advice and assistance to the Major Commands of the Military Services, as well as DLA, regarding property management.
2. Develops and maintain in-depth knowledge of customers' missions, structure, and requirements. Acts as the Major Commands advocate to DRMS.
3. Provides DRMS mission and disposal education by interacting with military service schools training courses.
4. Provides deployment disposal education to military services.
5. Provides support for and participate in periodic Service/DLA Days, Major command/DLA Days, and Partnership Agreement Councils (PACs)
6. Provides information on current and future DRMS operations.
7. Improves communication between DRMS and its customers.
8. Ensures DRMS remains capable of supporting evolving Service requirements by serving as a focal point for engaging the Major Commands.
9. Serves as DRMS Focal Point for the review of Doctrine and disposal policy in Joint and Military Services Publications to ensure DRMS disposal information is current and accurate. Provides input to the review of those publications to ensure that disposal is considered a significant part of the supply chain and supply chain management and that disposal is a planned logistics event for the Military Services and DLA.
10. Serves as the DRMS Site Customer Support Modules (CSM) Process Integrator for the DLA CSM Enterprise effort.
11. Acts as the DRMS CSM Program Manager.

TRANSFORMATION J-5 (T)

MISSION:

Serves as advisor to the DRMS Director for initiatives and long range plans necessary to assure compliance with existing DRMS policy and effectiveness in meeting the DRMS mission. Provides overall direction and oversight of all agency strategic initiatives and modernization efforts. Directs the appraisal of operations, the identification and assessment of risks and vulnerabilities, process improvement, and the effectiveness of internal controls. Oversees Performance Management, Training Program, the Emergency Essential Program, and the Human Resources Liaison function.

FUNCTIONS:

1. Guides the development of all strategic and modernization initiatives.
2. Manages transformation Integrated Process Reviews (IPRs) to monitor the progress of modernization and transformation initiatives.
3. Develops long-range work plans and implementation schedules.
4. Maintains strategic direction with DLA and the Government Accounting Office (GAO) to ensure strategic decisions are made in consideration of the total impact on the effective and efficient disposal of excess/surplus DOD property.
5. Interacts with officials of DLA, OSD, Joint Staff and military departments, members of Congress, state and local governments, industry, and foreign governments by providing functional and technical advice and guidance on policies and proposed courses of action to assure compliance with existing DRMS policy, directives, and effectiveness.

ORGANIZATION MANAGEMENT J-51 (TJ)

MISSION:

Interfaces with the DLA Human Resources Center – New Cumberland and HQ DLA for staffing, military personnel, personnel readiness, and human resources support. Manages the NSPS Program, DRMS Intern Program, Workforce Development and Training Program, and the Enterprise Organizational Alignment (EOA) Program.

FUNCTIONS:

1. Administers the DRMS Telework Program.
2. Provides position management advice, guidance, and assistance to operating officials.
3. Manages the National Security Personnel System (NSPS). Advises NSPS employees, Rating Officials, Higher Level Reviewers, and Pay Pool Panel members on policy, procedures and using the Performance Appraisal Application (PAA) system.
4. Interfaces with the DLA Human Resources Center, New Cumberland (DHRC-N) to review and forward personnel action requests, track all personnel actions, resolve discrepancies, and assist DRMS managers with personnel-related questions.
5. Serves as technical advisor for the Incentive Awards Program, and reviews and processes all incentive awards.
6. Promotes and provides staff guidance to managers on employee recognition.
7. Promotes external programs that can be used to recognize DRMS achievements.
8. Coordinates requests for additional military personnel and justifies existing military billets when required.
9. Ensures military evaluations and awards are approved at appropriate levels, are being submitted timely, and contain appropriate justification.
10. Serves as DRMS military personnel liaison with HQ DLA J-1.
11. Provides technical guidance, reviews, analyzes, and implements organizational changes.
12. Analyzes and establishes organizational structures based on mission requirements.
13. Conducts organization studies to eliminate overlap and/or duplication of functions.

14. Develops policy and procedures applicable to organization, mission and functions, staff and Command relationships, responsibilities, and authorities.
15. Manages the DLA/DRMS Corporate Intern Program including the various phases, i.e. recruitment, orientation, awards, cross-training, placement and budget. Develops and reviews/collects evaluations, quarterly reports and progression criteria. Coordinates and facilitates each intern's progress with floor sponsors, supervisors, and the DLA Training Center (DTC).
16. Represents DRMS at Enterprise Organizational Alignment Board (EOAB) to include voting on EOA proposals for implementation.
17. Develops and manages the DRMS corporate training budget, ensuring proper distribution of funds to meet organization-wide training needs and strategies.
18. Develops and manages workforce development and career management programs to promote learning and growth and to define and maintain skill levels essential for each job role in the agency. Examples include the Executive Development Leadership Programs, DLA Developing Managers Program, and Supervisory Certification Program.

TRANSFORMATION INITIATIVES J-52(TI)

MISSION:

Develops the strategy, concepts of operations and policy for DRMS's Transformation initiatives. Oversees implementation of Lean Six Sigma (LSS), Continuous Process Improvement (CPI) initiatives, facilitates identification and mitigation of vulnerabilities, monitors DRMS actions relative to Base Realignment and Closure (BRAC), and acts as liaison for DRMS enterprise-wide automation initiatives. Serves as the DRMS Business Transformation focal point. Integrates and coordinates DRMS corporate long-range and short-range planning, strategy development, and strategy implementation. Leads DRMS-wide projects and serves as liaison with HQ DLA on matters of strategic planning, Knowledge Management, and Performance Management. Ensures the validity and accuracy of management data.

FUNCTIONS:

1. Leads the activity in identifying vulnerabilities within DRMS business processes and planning for the mitigation and management of those risks/vulnerabilities.
2. Sets priorities for vulnerability management, planning and execution of corrective actions, and progress reporting based on probability, impact and cost factors.
3. Provides guidance to the organization regarding tools and techniques for risk and vulnerability identification, gap analysis and mitigation strategies.
4. Develops and deploys a corporate-wide methodology for monitoring and controlling vulnerabilities within strategic projects and programs.
5. Manages IT systems transformation initiatives, e.g. the Reutilization Business Integration (RBI) Program.
6. Chairs the Functional Review Board (FRB). Leads the process of submitting, reviewing and prioritizing information technology functional requirement task requests. Presents functional

- requirements to the DRMS Management Team for concurrence on prioritization. Coordinates DRMS functional requirements with J-6B through their entire life cycle, including coordinating priorities of work and tracking status to completion.
7. Develops, coordinates, and finalizes functional requirements relative to the Reutilization Business Integration (RBI) Program and DRMS's Enterprise Business Systems (EBS) needs. Ensures RBI and EBS requirements are mapped to DRMS business process activities.
 8. Chairs the RBI Requirements Integrated Process Team.
 9. Serves as DRMS liaison between DLA, DRMS Offices/Directorates, and Defense Agencies/Military Service Commands on Base Realignment and Closure (BRAC) matters. Acts as a focal point to ensure that DRMS provides responsive disposal support to BRAC affected DOD activities including support for inventory draw-downs. Provides assistance to DOD activities with site specific or general problems and questions concerning BRAC-related implementation issues. Identifies DRMS organizations and personnel directly impacted by BRAC closures and prepares/submit BRAC budget requirements annually for reimbursement by DLA and/or the Services during the six-year BRAC implementation period.
 10. Represents the Command on BRAC committees, special action meetings, and high-level conferences.
 11. Manages DRMS's Advanced Concept Technology Demonstration program.
 12. Coordinates the Knowledge Management Program for DRMS. Initiates, leads, manages, and/or evaluates projects and activities designed to enhance the identification, analysis, transfer, and development of knowledge to advance DRMS' strategic goals.
 13. Interfaces with DLA, DOD, and other agencies to coordinate knowledge management efforts.
 14. Manages human capital initiatives to improve the DLA culture and climate surveys and workforce replenishment goals.
 15. Develops and coordinates Strategic Management Systems for DRMS, including strategic planning and measurement, Enterprise Business Plans, and corporate initiatives that will provide results consistent with the expectations and goals of the Command and Enterprise.
 16. Coordinates planning requirement policies, to assure proper interface with overall DLA/DRMS policy, plans, and programs to achieve optimum investments.
 17. Facilitates implementation of the plans and initiatives and provides assistance to other DRMS elements.
 18. Assesses internal and external influences on planning direction.
 19. Develops program evaluation information and review mechanisms to assess effectiveness of resource management programs.
 20. Performs statistical trend analysis and performance tracking related to overall resource management programs.
 21. Ensures that DRMS metrics, measures, and analyses use common methodologies and data sources as appropriate.
 22. Coordinates, prepares, and presents the quarterly review and analysis (R&A) briefing.
 23. Conducts statistical and analytical research and implements new developments in management analysis techniques applicable to the activity.
 24. Prepares or coordinates the preparation and release of progress and statistical reports relating to performance of the Command as required by higher authority.
 25. Oversees contractual program management support to mission critical initiatives.
 26. Manages DRMS Freedom of Information Act (FOIA) Program.

ASSESSMENT AND COMPLIANCE J-53 (TQ)

MISSION:

Acts as principal advisor to the Director to provide an independent assessment of execution and effectiveness of DRMS operations and environmental and the effectiveness of internal controls. Oversees and manages the DRMS Compliance Assistance Program, Internal Review, Audit Liaison, Situation Reporting, DRMS Managers Internal Control Program and Quality Assurance Evaluation (QAE) program oversight.

1. Establishes operational and environmental oversight strategy, procedures and schedules.
2. Maintains close liaison with DLA on DRMS surveillance and oversight efforts.
3. Reviews and approves all surveillance and assessment reports.
4. Coordinates the conduct of the quality assurance review of the MEO Quality Control by QAEs. Review QAE results and reports results to the Director. Provides guidance and training to QAEs.
5. Gathers and analyzes data on programs and processes under the Division's purview.
6. Develops Systems Change Requests related to the programs and processes under the purview of the Division.
7. Manages the Situation Reports (SITREPs) program.

INTERNAL REVIEW J-531 (TQA)

FUNCTIONS:

1. Provides an independent appraisal of business operations through audits and reviews, including assessing the adequacy of activities' internal controls.
2. Administers the internal audit program.
3. Identifies business and process improvements to enhance achievement of mission and strategic goals.
4. Conducts follow up reviews. Supports enterprise audit activities and is the primary point of contact for the DLA Office of Internal Audit
5. Serves as the DRMS Command point of contact for all outside inspections and audits, including General Accounting Office (GAO), Inspector General (IG), and Congressional Audits.
6. Reviews GAO, IG and Congressional Audits to determine applicability within DRMS and disseminates information with recommendations as appropriate.
7. Acts as program manager for Managers Internal Control (MIC) Program ensuring all managers assess their programs, policies, and procedures in accordance with the MIC Program.
8. Facilitates DRMS management in preparation of the Director's Annual Statement of Assurance.
9. Acts as DRMS's Privacy Act Officer.

10. Acts as DRMS's Small Business Ombudsman.
11. Reviews DRMS DEMIL surveillance plans.

COMPLIANCE J-532 (TQC)

1. Manages the DRMS Compliance Assistance Program for all DRMS activities worldwide.
2. Conducts Operational Effectiveness Reviews (OERs) and Environmental Effectiveness Reviews (EERs). Oversees the DRMS Self-Assessment Programs. Conducts reviews of potential problem areas and analyzes trends in compliance programs to identify areas of vulnerability. Initiates or recommends corrective action and monitors corrective action implementation and effectiveness, including correction of environmental compliance issues.
3. Develops, reviews, and updates inspection criteria (protocols) used in the conduct of the OERs, EERs and Self Assessments.
4. Manages the Compliance Assistance Management System (CAMS) Program for tracking of all compliance issues and proposed corrective actions.

ACQUISITION J-7 (P)

MISSION:

Acts as the principal advisor and assistant to the Director in directing the accomplishment of contracting support for DRMS. This includes hazardous waste disposal, commercial activities programs, precious metals recovery contracts, Command Initiative contracts, contingency contract support, and providing operational contracting support for DRMS, DLIS, and other tenant agencies of the Battle Creek Federal Center.

In addition, advises the Director on the performance and management of the Most Efficient Organization (MEO) against the Letter of Obligation (LoO) with regard to cost and overall performance.

ACQUISITION PROCEDURES DRMS J-71 (PS)

MISSION:

Develops, monitors, coordinates and implements policies and programs in support of assigned missions and functions. Responsible for analysis and establishment of overall contracting policies for the office. Provides ADP systems support for the contracting and procurement systems (i.e., Base Operating Support System). Provides analysis and other technical advice on cost and price matters.

FUNCTIONS:

Policy and Systems:

1. Administers a program to standardize contract clauses and operating procedures at the activity. Ensures uniform application of contracting regulations, policies and procedures within DRMS.
2. Issues and maintains a record of delegations of authority for activity contracting officers and ordering officers.
3. Initiates, designs and/or coordinates studies of contracting concepts, operations, procedures and techniques; implements results; and coordinates with contracting elements of DLA and the military departments as required. Develops activity applications of most effective and current methods of operations.
4. Presides over the proceedings of the Contract Review Board to assure regulatory compliance in all contractual instruments and that all terminations and claims are resolved in the best interest of the Government.
5. Implements the Small Business and Small Disadvantaged Business Utilization Program.
6. Processes requests for information under the Freedom of Information Act.
7. Processes unsolicited proposals.
8. Processes Congressional inquiries.
9. Assesses the impact of proposed legislation on matters effecting contracting policies and operations. Recommends position of proposed legislation and policy directives impacting the contracting operations.
10. Attends briefings and plans conferences to discuss contracting policy requirements, to advise on controversial contracting policy matters, and to participate in planning. Takes action to modify contracting procedures based on internal and/or external reviews.
11. Implements the DLA Competition Advocate Program, DLAD 4105.17.
12. Serves as team member in development of statements of work for special contracts.
13. Serves as the DRMS Ombudsman and Competition Advocate.
14. Serves as Program Office for the Government Purchase Card program for DRMS, DLIS & DES. Functions include oversight, advice, water waivers, initial and refresher training.
15. Serves as administrator of training for all directorate personnel.
16. Serves as Budget/Resource Analyst for directorate.
17. Conducts internal Procurement Management Reviews (PMR).

Cost/Price Analysis Functions:

1. Conducts cost and/or price analysis of bids or proposals to ascertain the reasonableness of the contract price proposed, adequacy of the data submitted, and preparation of comprehensive recommendation concerning negotiation objectives.
2. Develops Fair Market Prices for set-aside acquisitions.
3. Analyzes financial and other related statements and notifies the contracting officer of the requirements for additional financial statements or information. Obtains/prepares analysis of proposed contractor financial status, and obtains additional financial or technical data as needed for review.
4. Available if needed to act in an advisory capacity on cost, price and financial matters in the course of attending pre-negotiation objectives briefings and contract negotiations.

5. Furnishes advice in connection with contractor claims and the analysis of profit/loss on government contracts.
6. Maintains information on historical and projected labor rates and price indices and prepares/furnishes pricing and price trend reports, market statistics, or specific ad hoc cost or pricing studies as required.
7. Provides assistance in determining the appropriate procedures to be utilized involving price evaluation and contract re-pricing (e.g., Incentive and Economic Price Adjustment Provisions).
8. Assists the contracting officer and the Contract Review Board in the processing of claims by the government against contractors.
9. Accomplishes liaison involving DCAA, contractors, DCMA and other contract administration activities, HQ DLA, and the contracting officer in all matters involving cost, pricing or financial data, including obtaining necessary data and field pricing/audit reports.
10. Furnishes appropriate input to the contracting officer in the form of price/cost analysis reports.
11. Tracks, monitors, and prepares reports on the status of contract audits per DOD Directive 7640.2, Policy for Follow-up Contract Audit Reports.
12. Performs, when requested, post award price analysis of contracts identified on a selective sampling basis.

ACQUISITION OPERATIONS DIVISION J-72 (PO)

MISSION:

Accomplishes responsibilities for operational contracting support of the activities supported through ISAs and for DRMS. Performs all pre-award, post-award, and contingency support activities associated with operational contracting support for DRMS, DLIS, and other Federal Center tenants. Accomplishes tasks associated with contracting for commercial activities, precious metals recovery, command initiatives, and contingency contract support.

FUNCTIONS:

1. Purchases operating supplies, equipment, services and other material as required by DRMS, DLIS, and other tenants of the Federal Center. Contracts for recovery of precious metals, commercial activities contracting, contingency contracting and command initiatives. Performs contract management as listed and as otherwise required by the Federal Acquisition Regulation (FAR) and implementing guidance.
2. Reviews procurement requests to assure that a valid requirement exists prior to initiating the acquisition process. Assists requiring office in defining and developing requirements.
3. Conducts market research.
4. Determines method of contracting, contract type, and appropriate contract clauses.
5. Determines scope of competition to be solicited.
6. Solicits proposals, bids, and quotations.
7. Reviews and evaluates offers, bids and quotations and determines the responsibility of prospective contractors.

8. Conducts negotiations on price, technical terms and conditions, type of contract and other contractual provisions.
9. Obtains required contract approvals and clearances.
10. Awards contracts and purchase orders and resolves protests.
11. Uses Government credit card for purchase of supplies and services to support DRMS Acquisition Directorate. Uses Government credit card for purchases up to the simplified acquisition threshold for all DRMS and DLIS offices. When applicable, uses accommodation checks to make purchases for DRMS and DLIS.
12. Maintains files and publications in accordance with the FAR and supplements by DOD and DLA.
13. Accomplishes re-procurements against defaulted contractors.
14. Participates in acquisition planning. Schedules and conducts business strategy meetings.
15. Maintains bidders list, conducts bid openings, assures bid security, and prepares bid abstract.
16. Implements Socioeconomic Programs.
17. Provides contractually for performance and other bonds, as appropriate.
18. Accomplishes commercial style buying utilizing best value provisions/evaluation techniques.
19. Responds to contract inquiries, contractor claims, requests for equitable adjustments, contract disputes and contractor requests for waivers/deviations, and makes decisions in accordance with regulations and guidance.
20. Issue delivery/task orders and modifications thereto.
21. On an as needed basis, processes progress and advance payments, guaranteed loans, and other financial arrangements.
22. Issues stop work orders, show cause letters, cure notices, and terminations for convenience/default.
23. Obtains contract performance data, monitors process and expedite contracts and delivery/task orders, and develops contract status information. Responds to inquiries by requisitioning activities relative to status of contract actions.
24. Processes contract files for administrative closeout and retirement to Federal Records Center.
25. Maintains liaison with DCMC contract administration elements.
26. Conducts post award orientation conferences.
27. Ensures contractor compliance with contract quality assurance requirements.
28. Conducts necessary training to Contracting Officers Representatives (CORs) and COR nominees.
29. Appoints individuals to serve as CORs and terminates such appointments, as necessary. Maintains activity files on all CORs and conducts annual evaluations of their performance.
30. Performs contract management functions as provided by FAR and implementing guidance.
31. Manages command initiative contracts involving assistance to the program office and the facilities and contractors throughout the United States. Contracts involve special payment structures and may include unique contract types.
32. Participates in the proceedings of the Contract Review Board to assure regulatory compliance in all contractual instruments and that all terminations and claims are resolved in the best interest of the Government.

COMPETITIVE SOURCING DIVISION J-75 (PZ)

MISSION:

Accomplishes the performance and management of the Most Efficient Organization (MEO) against the Letter of Obligation (LoO) with regard to cost and overall performance. Oversees the execution of the deviations/changes for the LoO. Maintains information concerning overall performance and reports to DRMS-D and DLA. Is liaison for the Internal Review Office, DLA, and DRMS focal point on A-76 and other competitive sourcing issues.

FUNCTIONS:

1. Provides centralized support and gathers statistics for MEO performance related to the LoO (overall performance in accordance with FAR Subpart 42) and performance within the fiscal constraints of the LoO.
2. Provides liaison between the DLA Internal Review Office (IRO), the Competitive Sourcing Division (CSD) and DRMS regarding MEO performance.
3. Develops proposals for changes to the LoO documentation and presents the proposal to the Review Council. Ensures that a complete, documented audit trail exists for all changes/modifications. Maintains the official MEO Contract Equivalent (MKE) file.
4. Develops and maintains standard operating procedures, report formats, and policies and procedures for MEO changes, deviations, performance and costs.
5. Reviews and provides to DRMS leadership recommendations on adoption and implementation of the semi-annual MEO Infrastructure Review.
6. Manages the DRMS program for conducting marketing and sourcing studies and commercial activities competitions pursuant to OMB Circular No. A-76.
7. Prepares the annual Inherently Governmental/Commercial Activity (IG/CA) inventory in accordance with FAIR Act guidance to identify whether each authorized position in DRMS is subject to competitive sourcing.

ACQUISITION HAZARDOUS DIVISION J-76 (PH)

MISSION:

Performs all pre-award, post-award, and contingency support activities associated with the contracting of hazardous waste disposal in North America, Hawaii, Guam, the Caribbean, Asia, and Europe.

HAZARDOUS CONTRACTING BRANCH – EUROPE J-761 (PHA)

HAZARDOUS CONTRACTING BRANCH – PACIFIC J-762 (PHZ)

HAZARDOUS CONTRACTING BRANCH – EAST J-763 (PHE)

HAZARDOUS CONTRACTING BRANCH – CENTRAL J-764 (PHM)

HAZARDOUS CONTRACTING BRANCH – WEST J-765 (PHV)

FUNCTIONS:

1. Participates in acquisition planning. Schedules and conducts business strategy and pre-requirements meetings.
2. Conducts market research.
3. Reviews procurement requests to assure that a valid requirement exists prior to initiating the acquisition process.
4. Determines the method of contracting and appropriate contract clauses.
5. Determines the scope of competition to be solicited.
6. Solicits bids, proposals and quotations utilizing best value provisions/evaluation techniques.
7. Evaluates bids, proposals and quotations and determines responsibility of prospective contractors.
8. Conducts negotiations on price, technical terms and conditions, type of contract, and other contractual provisions.
9. Obtains required contract approvals and clearances.
10. Provides contractually for progress payments, advance payments or other financial arrangements to contractors.
11. Awards long-term performance-based service contracts using commercial practices.
12. Resolves offerors from protests.
13. Implements Socioeconomic Programs.
14. Advertises competitive actions, receives and evaluates offers, secures and appropriately handles proprietary information and prepares bid abstracts.
15. Accomplishes re-procurements against defaulted contractors.
16. Participates in the proceedings of the Contract Review Board to assure regulatory compliance in all contractual instruments. Ensures all contract terminations, requests for equitable adjustments, and claims are resolved in the best interest of the Government.
17. Obtains, maintains and evaluates contractor and offeror past performance data. Performs periodic technical surveillance of all contracts.
18. Assumes contracting officer functions immediately after awards have been issued and responds as contracting officer to all inquiries and disputes.
19. Evaluates and resolves contractor's request for equitable adjustments and claims and resolves them through the use of Alternative Dispute Resolution and/or formal litigation.
20. Reviews and approves changes to contracts. Issues contract modifications, change orders, and supplemental agreements.
21. Negotiates for and prepares modifications of contracts to provide progress and advance payments, guaranteed loans, and other financial arrangements when required.
22. Issues Stop Work Orders, terminations for default/convenience and reprocurements.
23. Obtains contract performance data; monitors, develops contract status information, responds to requisitioning activities relative to the status of contract actions.
24. Maintains liaison with DCMA contract administration elements and requests pre-award surveys, when applicable.
25. Coordinates and issues delivery/task orders and delivery/task order modifications.
26. Conducts post award orientation conferences.
27. Negotiates and executes modifications to the contract to include delivery schedule changes.

28. Prepares findings of fact and issues decision under the disputes clauses.
29. Processes and executes novation and change of name agreements.
30. Performs surveillance and status reporting of contractor performance to be used in past performance evaluations.
31. Ensures contractor compliance with contract terms and conditions, monitors performance and takes appropriate action when contractors fail to meet acceptable performance levels and or exceeds them.
32. Evaluates and submits to the Chief of the Contracting Office recommendations for acceptance or rejection of waivers.
33. Recommends any changes necessary to the contract, specification instructions or other requirements that will provide more efficient operations or eliminate unnecessary cost.
34. Accepts or rejects services performed.
35. Conducts necessary training to Contracting Officers Representatives (CORs) and COR nominees.
36. Appoints individuals to serve as CORs and terminates such appointments as necessary; maintains activity files on all CORs and conducts annual evaluations of their performance.
37. Issues show cause letters and cure notices.
38. Prepares documentation supporting recommendations to the headquarters contracting office for partial and complete terminations for convenience and for default. Executes terminations for convenience in accordance with guidance.
39. Maintains files and publications in accordance with the FAR and supplements by DOD and DLA.
40. Tracks and closes coverage lines and processes contract files for administrative close-out and retirement to Federal Records Center.
41. Communicates and interacts with a variety of internal and external customers including but not limited to Agency Program Office, Operations and Counsel, military generators of hazardous waste and non-hazardous material, contractor representatives, higher headquarter counterparts and regulatory agencies.
42. Represents HW Contracting on a variety of special Command teams and/or in high level meetings.

CONTINGENCY OPERATIONS J-9 (S)

MISSION:

1. Principal advisor to the DRMS Director for deployable disposition support, Emergency Essential, Reserve/Mobilization and Plans and Readiness component support to DRMS and the Disposal Support Directors (DSD).
2. Deploy DRMOs with personnel and related equipment to CONUS and OCONUS location in support of natural or man made disasters or Combatant Commanders OPLAN requirements. Requirements are driven by the plans developed within DLA and DRMS.
3. Maintain a scalable and modular disposition capability that is prepared to respond to natural disasters within the Continental United States and Combatant Commander Contingencies and deliberate planning requirements worldwide.

4. Provide DRMS with a trained pool of employees who are world wide deployable and have received all the required training, security clearances, drug testing, medical evaluations, vaccinations, and passports in preparation of immediate deployment upon notification of a required mission.
5. Principal advisor to the DRMS Director and DSDs concerning reserve component and mobilization to support for contingency operations and peace requirements.
6. Performs advisory, analytical, strategic planning, monitoring and project management responsibilities on Reserve forces programs and initiatives. It further works to foster operational relationships among internal and external stakeholders. Coordinates, develops, and maintains logistical, contingency, and training plans for the effective operation and successful execution of missions assigned to the Directorate.
7. Provides input to the Management Control Plan as needed to monitor internal control initiatives and other strategic programs.
8. Reports to the DRMS Director.

FUNCTIONS:

OPERATIONS SUPPORT DIVISION J-91 (DRMS-SO)

1. Provides program oversight to ensure deployment readiness of the Deployable DRMO.
2. Develops and maintains the organic capability to enter Time-Phased Force Deployment Data (TPFDD) into the Joint Operation Planning and Execution System (JOPES).
3. Develops and maintains the organic capability to prepare equipment and material for air and surface shipment and enter information into the proper load planning systems.
4. Develops and submits acquisition packages for deployable DRMO equipment and material requirements.
5. When deployed, establishes and operates DRMOs in coordination with other DLA Field Activities.
6. Maintains the capability to provide asset visibility data for supported customers.
7. Prepares, coordinates, and presents briefings on deployable and AOR DRMOs strategic direction to audiences at all levels within DOD.
8. Participates in forums within government and private industry that address expeditionary logistical capabilities and concepts.
9. Explores and develops additional expeditionary disposition capabilities for DRMS.
10. Maximizes effective working relationships among J-9 components. Ensures that missions, functions and requirements are carefully prioritized and managed to create synergies throughout the Directorate.
11. Interfaces with Foreign Embassies, State Departments, and the environmental community on issues effecting Expeditionary Disposition Support.
12. Mans the DRMS Crisis Action Center.
13. Serves as the primary focal point for project management and the development of new programs and initiatives.
14. Provides guidance and assistance in the development of J-9 strategic goals and objectives, and maintains superior knowledge of functional areas to develop effective plans.

16. Integrates workload data with performance factors for decision-making purposes. Prepares performance analysis for the monthly/quarterly reports.
17. Responsible for policy, procedures, review, oversight and administration of the Accountable Property Program for the directorate.
18. Conducts special studies, surveys, research, review and analysis, and development of Concept of Operations, Standard Operating Procedures, and Strategic Plans for the Directorate.
19. Performs as Program Manager and Contracting Officer's Representative for J-9 contracts. Plans and executes the optimal allocation of resources to meet stewardship needs.
20. Responsible for the development, maintenance and integration of Lessons Learned Program for the directorate.

COCOM SUPPORT DIVISION J-92 (SS)

1. Develops training plans to ensure personnel readiness for potential deployment missions.
2. Maintain organic capability to input and monitor all personnel actions for all assigned personnel.
3. Reviews personnel medical readiness to ensure deployment status of designated personnel.
4. Develops and submits Contingency budget requirements for POM/PBR processes.
5. Participates in Combatant Command deliberate planning conferences to ensure DRMO capabilities are known and properly employed within overall logistics support plans.
6. Continually recruits and markets DRMS civilians for the Emergency Essential (EE) program.
7. Coordinates daily the plans for successful deployments of EE personnel.
8. Develops individual training plans for EE personnel tailoring the plans to support the current missions.
9. Develops and updates policy and procedure governing the EE program.
10. Creates and maintains guidance on deploying personnel.
11. Develop and provide routine seminars for overall knowledge base of program requirements.
12. Serves as the primary POC for family readiness, travel claims, training, credit cards, passwords and passports for EE personnel.
13. Initiates and coordinates awards, performance feedback evaluations on all civilian deployed personnel.
14. Develops and maintain recall rosters.
15. Maintains files and records on all EE personnel.
16. Prepares, coordinates, and presents briefings.
17. Maintain history files on all EE personnel who deploy.
18. Collect and analyze deployment requirements received from HQ DLA.
19. Participates in all Joint Provider Conferences.
20. Provides input to higher HQ on policy and procedure for corporate guidance pertaining to Emergency Essential
21. Reports EE participation goals to HQ DLA.
22. Support deploying personnel in the pre-deployment, deployment, and post-deployment phases.
23. Coordinates with DSD and Headquarters requirements and the actual execution of the mission.

24. Coordinates with DSD POC's and home supervisor keeping them informed on program issues and civilian status.
25. Works directly with DLA HQ / Joint Logistics Operation Center (JLOC) on all deployment / mission requirements.
26. Responsible for the policy, procedure, review, and administration of the Readiness Program.
27. Monitors key programs and suspense's that cross all functional areas of the directorate.
28. Develops fiscal program strategies, plans, and resource requirements for J-9 functional areas. Analyzes inputs from program staff and provides recommendations on these strategies and requirements to the J-9 leadership.
29. Responsible for the development, coordination, execution and alignment of the Directorate's business and marketing plan with DOD, DLA, and DRMS overall objectives.
30. Provides support and assistance in response to emergency and contingency requirements for the DRMOs or other Directorate requests for support. Coordinates and plans for the successful deployment of personnel for various missions.
31. Oversees and manages the Civilian Emergency Essential Program, maintaining qualified position and personnel lists.
32. Maintains processes to guide, direct, and prepare civilians for contingency mission support. Develops deployment handbooks, "EE" Guides that assist employees with deployment processes. Develops tailored training requirements which allow deploying personnel to meet various challenges while deployed.
33. Supports deploying personnel in the pre-deployment, deployment, and post-deployment phases. Serves as their primary point of contact for family readiness, financial, health, training, credit cards, passwords, passports, etc.
34. Oversees and manages the organic Reserve Units assigned to DRMS. Reviews annual Reserve billet requirements and updates all Reserve position descriptions. Coordinates directly with Reserve Commanders on mission requirements. Coordinates DSD requirements and works directly with the DRMOs on mission support requirements.
35. Recruits and markets civilians, organic and non-organic Reserve Components for mission support. Works directly with DLA J-9 concerning orders for Reserve support. Works with the Reserve Joint Team Lead (JTL) on daily administrative support requirements.
36. Develops and directs long range AT, and IDT plans for Reserve Units/components, and develops and incorporates training requirements for Organic Reserves.
39. Coordinates all awards and performance evaluations for Reserve personnel.
38. Develops and maintains recall rosters and assignment data.
39. Coordinates any Active Duty Special Work (ADSW).
40. Prepares DRMS internal staff reports depicting current mobilization data.

DISPOSAL REGION – EAST (E)
DISPOSAL REGION – CENTRAL (M)
DISPOSAL REGION – WEST (V)
DISPOSAL REGION – EUROPE (A)

DISPOSAL REGION – CENTCOM (X)

DISPOSAL REGION – PACIFIC (Z)

MISSION:

As focal point for all regional business, plans and implements business operations within a geographic area. Leads all regional strategic planning efforts that define objectives toward goal accomplishment.

FUNCTIONS: (Z only)

1. Provides technical advice, liaison, and customer assistance to the assigned Unified Combatant Commands regarding property management.
2. Receives customer concerns about DRMS disposal support and coordinates resolution with DRMS field activities.
3. Develops and maintains in-depth knowledge of UCC customers' missions, structure, and needs.
4. Provides information to UCC customers on current and future DRMS operations.
5. Improves the flow of information between DRMS and its UCC customers.
6. Partners closely with customers to determine short and long-range requirements.
7. Develops, executes, and continually refines specific customer service plans in accordance with evolving customer needs.
8. Participates in the planning conferences and execution of exercise support. Develops disposal solutions to meet the needs of the war fighters.
9. Interfaces with appropriate DRMS Offices/Directorates to ensure the most current guidance is incorporated into planning guidance related to ongoing support activities and exercises.
10. Evaluates support efforts to ensure After Action Reports and Lessons Learned correctly reflect DRMS' commitment to the war fighter.
11. Maintains close liaison with DLA Europe and DLA Pacific and DLA CENTCOM to retain proficiency in daily operational policies, procedures, and techniques.
12. Member of the DLA Logistics Operations Center, in order to review/update Op Plans and Annexes for the respective AOR.
13. Team with other DLA Subject Matter Experts (SME) when engaged in Human Disaster Relief efforts.

INTEGRATION AND ANALYSIS DIVISION (EI, MI, VI, AI, ZI)

MISSION:

As focal point for all regional business, plans and supports business operations within a geographic area.

FUNCTIONS:

1. Analyzes, plans and implements field business operations.

2. Plans and implements efficient and effective use of available resources.

ENVIRONMENTAL DIVISION (EE, ME, VE, AE, ZE)

MISSION: Manages Environmental Program for geographic area of responsibility.

FUNCTIONS:

1. Monitors the disposal operations within the Region for regulatory compliance and ensures the effective and efficient disposition of assigned property.
2. Ensures the implementation of policy that impacts Region operations.
3. Ensures that an Environmental Management System (EMS) is established at each of the appropriate facilities within each area of operation.

DISPOSAL OPERATIONS DIVISION (EO, MO, VO, AO, ZO)

MISSION:

Provides oversight of disposal operations within geographic area of responsibility.

FUNCTIONS:

1. Provides functional assistance for property accounting and property distribution systems.
2. Recommends system enhancements, provides training, technical assistance and guidance to DRMOs.
3. Reviews, analyzes, and conducts special studies to evaluate property management and distribution programs.
4. Provides functional assistance for the Bar Coding Program.
5. Ensures information in the Defense Readiness Reporting System (DRRS) is current and accurate.

EUCOM DISPOSAL SUPPORT (AP)

MISSION: E

Ensures visibility of DRMS services and customer support to the Unified Combatant Commands through customer liaison, analysis, and identification of issues or mission changes. .

FUNCTIONS:

1. Provides technical advice, liaison, and customer assistance to the assigned Unified Combatant Commands regarding property management.

2. Receives customer concerns about DRMS disposal support and coordinates resolution with DRMS field activities.
3. Trains customers in the use of DRMS services.
4. Develops and maintains in-depth knowledge of UCC customers' missions, structure, and needs.
5. Provides information to UCC customers on current and future DRMS operations.
6. Improves the flow of information between DRMS and its UCC customers.
7. Partners closely with customers to determine short and long-range requirements.
8. Develops, executes, and continually refines specific customer service plans in accordance with evolving customer needs.
9. Participates in the planning conferences and execution of exercise support. Develops disposal solutions to meet the needs of the war fighters.
10. Interfaces with appropriate DRMS Offices/Directorates to ensure the most current guidance is incorporated into planning guidance related to ongoing support activities and exercises.
11. Evaluates support efforts to ensure After Action Reports and Lessons Learned correctly reflect DRMS' commitment to the war fighter.
12. Maintains close liaison with DLA Europe and DLA Pacific and DLA CENTCOM to retain proficiency in daily operational policies, procedures, and techniques.
13. Interfaces with Foreign Embassies, State Department, and the environmental community on issues affecting contingency operations.
14. Member of the DLA Logistics Operations Center, in order to review/update Op Plans and Annexes for the respective AOR.
15. Team with other DLA Subject Matter Experts (SME) when engaged in Human Disaster Relief efforts.

CENTRALIZED DEMILITERIZATION CENTER

ANNISTON (MY)
 CRANE (MZ)
 MCALESTER (MX)
 TUCSON (VX)
 KAISERSLAUTERN (AY)

MISSION:

Manages, executes, and monitors the performance of demilitarization of property.

FUNCTIONS:

1. Maintains and administers the Safety and Latent Defect (SALD) notification program.
2. Develops, coordinates, evaluates and initiates all contract requirements in support of Demil Program enhancements to be made to improve demil operations and ensure compliant contractual surveillance.
3. Evaluates requirements for, and initiates the acquisition of, equipment in support of the Demil Program.

4. Coordinates and reviews DEMIL surveillance plans for demilitarization that will be accomplished as a condition of sale either on-site or off-site for feeder sites.
5. Maintains liaison with generators and advises on DRMS requirements for identifying and reporting excess MLI/CCLI to the DRMO for disposal. Coordinates with feeder DRMOs to resolve discrepancies related to the transfer of MLI/CCLI to the DRMO for accomplishment of demilitarization and disposal.
6. Oversees MLI/CCLI inventories to ensure that there is a complete audit trail and that timely demilitarization is accomplished either at the Demil Center or by condition of sale.
7. Ensures compliance with DOD/DLA/DRMS directives/instructions related to management of MLI/CCLI, and provides technical guidance on MLI/CCLI identification and processing to the Demil Centers.
8. Reviews surveillance plans for Demil as a condition of sale from feeder DRMOs and/or assists in the development of surveillance plans to ensure adequate demilitarization and oversight is included.
9. Initiates Demil code challenges via the Challenge Program.
10. Determines the eligibility of non-hazardous controlled property for reutilization, transfer, donation or sales.

CONTROLLED PROPERTY CENTERS

STOCKTON (VZ)
 COLUMBUS (MZ)
 HUNTSVILLE (MH)
 NORFOLK (EZ)
 EUROPE (AZ)
 PACIFIC (ZZ)

FUNCTIONS:

1. Coordinates the shipment of Local Stock Number (LSN) in designated Federal Supply Classes (FSC) and batch-lotted material from feeder sites.
2. Accomplishes receipt actions for property sent to the CPC for validation prior to sales.
3. Validates condition code and updates code, as necessary.
4. Creates listings of National Stock Number (NSN) items from batch lots and performs systems checks to validate code is accurate. Initiates challenges for suspected erroneous codes.
5. Validates individual items from batch lots are safe for release and are not on a controlled list.
6. Ensure any hazardous items discovered are properly processed.
7. Researches LSN property to determine if a valid NSN exists. If research determines valid NSN, update account and validate DEMIL code. Determine if item is identified as a controlled item.
8. If no NSN can be determined, determine if the LSN property DEMIL code is accurate and if item can be released.
9. Monitors the DEMIL Change Notices on a daily basis and initiates actions consistent with the nature of the change in DEMIL coding. Monitors DRMS guidance for updates on controlled property.
10. Provides RTD screening for eligible property. Processes requisitions and releases eligible property to authorized RTD customers.

11. Accomplishes referral actions for property authorized for sales to the sales partner.
12. Conducts weekly inventories of delivery orders with the sales partner.
13. Releases property to the sales partner after validating property is appropriate for sales.
14. Reviews and advises DRMS local and HQ officials on State and local regulatory requirements for purposes of EMS compliance.
15. Initiates downgrade or DEMIL actions for items that are not appropriate for sales.
16. Maintains inventory accountability for all property transferred to and under the control of the CPC.
17. Develops and implements processes and initiatives at the Controlled Property Centers (CPCs) to mitigate the release of unauthorized property to the public this is received as an LSN or processed as a batchlot.

DEFENSE REUTILIZATION AND MARKETING OFFICE

MECHANICSBURG (EM)
 FT. BRAGG (EB)
 NORFOLK (EN)
 EGLIN AFB (MG)
 FT. RILEY (MR)
 SAN ANTONIO (MS)
 TEXARKANA (MT)
 WARNER ROBINS (MW)
 COLUMBUS (MC)
 COLORADO SPRINGS (VC)
 HILL AFB (VH)
 FT. LEWIS (VW)
 STOCKTON (VS)
 LIVORNO (AL)
 MOLESWORTH (AW)
 MAINZ KASTEL (AM)
 KAISERSLAUTERN (AK)
 HAWAII (ZH)
 GUAM (ZG)
 OKINAWA (ZK)
 SAGAMI (ZS)
 BUPYONG (ZB)
 IRAQ (XQ)
 AFGANISTAN (XA)
 KUWAIT/GULF STATES (XK)
 MISSION:

As the DLA representative and technical authority on disposal matters within the assigned geographical area, administers property disposal service operations including

receipt, control and preparation of disposable property for reutilization, donation, sale or other disposition in support of the Military Services, other federal agencies, contractors and authorized customers. Promotes and assists in the establishment and maintenance of viable, effective precious metals recovery, reutilization, and recyclable materials programs within DRMO's geographical area of responsibility.

INTEGRATION AND ANALYSIS BRANCH (EMI, EBI, ENI, MGI, MRI, MSI, MTI, MWI, MCI, VCI, VHI, VWI, VSI, AWI, AMI, AKI, ZHI, ZGI, ZKI, ZSI, ZBI)

FUNCTIONS:

1. Directs and manages the operation of DRMOs. Provides overall guidance and oversight.
2. Administers the DRMS property accountability program and ensures that accountable records are maintained for all disposable assets within the DRMO.
3. Monitors and maintains the Property Accounting System (currently known as "DAISY"). Makes all required adjustments and corrections to the DRMO inventory and assists all employees with training and technical advice on Property Accounting System functions.
4. Participates in the development and maintenance of ISAs, MOAs, or MOUs, as appropriate.
5. Develops, in coordination with the host installation, necessary support requirements to implement Safety, Occupational Health, Fire Prevention Programs, Radiological Protection and Environmental Protection Programs, and Antiterrorism Force Protection Programs.
6. Determines requirements for, procures, and controls the distribution of expendable/nonexpendable supplies and equipment.
7. Maintains control over expenditure of operating funds. Audits and verifies claims for reimbursement of costs.
8. Prepares and submits material for historical reports, news items, and major accomplishments. Monitors personnel awards.
9. Maintains appropriate records of operating equipment issued to the DRMO.
10. Monitors adherence to DLA and DRMS security regulations.
11. Provides system administration and end-user support.
12. Ensures that a local Environmental Management System (EMS) is established that supports the core DRMS EMS and is adapted to meet local environmental objectives and the host facility EMS program.

ENVIRONMENTAL BRANCH (EME, EBE, ENE, MGE, MRE, MSE, MTE, MWE, MCE, VCE, VHE, VWE, VSE, ALE, AWE, AME, AKE, ZHE, ZGE, ZKE, ZSE, ZBE)

FUNCTIONS:

1. Performs pre-receiving/receiving functions for the DRMO on all hazardous property. Maintains liaison with and advises the generators on DRMS requirements for identification

and packaging. Determines hazardous nature of excess property and assures that property is properly identified and packaged.

2. Maintains cognizance of current and correct hazardous property inventories.
3. Administers compatible storage procedures for hazardous property.
4. Maintains technical control over the DRMO's storage and processing of hazardous materials/waste.
5. Acts as Emergency Spill Coordinator for spills at the DRMO.
6. Provides liaison in matters relating to DLA hazardous property disposal mission.
7. Ensures compliance with DOD/DLA/DRMS directives/instructions and state and federal regulations pertaining to the DLA Hazardous Property Disposal Mission.
8. Acts as the COR for disposal contracts. Prepares delivery orders, certifies the Uniform Hazardous Waste Manifest, and ensures contractor compliance.
Initiates environmental reports/plans/records and ensures consistency of plans with host Hazardous Waste Management Plan, Spill Contingency Plan and ISAs.
9. Provides environmental technical guidance to all DRMO personnel.
10. Coordinates environmental policies and directives with host personnel, customers, generating activities and local environmental personnel.
11. Participates in the development and maintenance of ISAs, MOAs, MOUs, or real estate permits as appropriate.
12. Maintains a locator system for all property received by DRMS ensuring proper use of all available storage areas – hazardous property only at CSF.

DISPOSAL OPERATIONS BRANCH (EMO, EBO, ENO, MGO, MRO, MSO, MTO, MWO, MCO, VCO, VHO, VWO, VSO, ALO, AWO, AMO, AKO, ZBP, ZHO, ZGO, ZKO, ZSO, ZBO)

FUNCTIONS:

Customer Management:

1. Assists with local transactional customers' issues.

Receiving:

2. Receives and processes property in place at the generator's location per the terms and conditions of a MOA between the generator and the Area Manager.
3. Exercises property acceptance/refusal authority for usable property received in place and for scrap at an unmanned scrap yard.
4. Accomplishes receipt, physical inspection and classification of property received in place.
5. Maintains liaison with generating activities to assist with turn-in scheduling for usable property.
6. Maintains liaison with generating activities to assist with turn-in scheduling and proper segregation of scrap at sites not participating in Scrap Venture.
7. Establishes the receipt record of scrap, adjustments to scrap record, abandonment/destruction and other scrap transactions in the DRMS Property Accounting System for property received in place.

8. Operates unmanned scrap yard to include receipt and weighing of property.
9. Downgrades usable property to scrap according to applicable regulations and authority level.
10. For property received in place, inputs correct information into the Property Accounting System to establish receipt to DAISY records.
11. Directs proper receipt and warehouse location input to the DRMS Property Accounting System for property received in place.
12. Inputs property location to the Property Accounting System to clear the suspended records awaiting a warehouse location.

Precious Metals:

13. Promotes the DOD Precious Metals Recovery Program (PMRP) to DOD activities and other Federal agencies.
14. Identifies items as to precious metal content, hazardous material or other special handling characteristics.
15. Prepares necessary documents to transfer precious metals and donated items to designated activities.

DEMIL:

13. Challenges or verifies supply condition code and demilitarization requirements on questionable property
14. Initiates and works with other employees to submit challenges to DEMIL codes
15. Contacts local technically qualified DOD representatives to obtain clarification/additional information needed to resolve questionable DEMIL codes.
16. Recommends to the generating activity the most cost effective manner of accomplishing DEMIL.
17. Oversees preparation and shipment of property, as appropriate, to centralized demil, demanufacturing, and precious metals recovery sites
18. Reviews and insures implementation of DEMIL directives, policies, and changes that affect the program

CV/Sales:

19. Provides marketing technical assistance and guidance to property generators for sale / property removal requirements and establishes generator responsibilities for the sale of property not in physical custody of DRMS.
20. Validates CV delivery orders at generator sites.
21. Evaluates sale requirements and directs disposition of property having no commercial local market value/demand or which cannot cost effectively be sold.

Inventory / Accountability:

22. Performs location surveys and physical inventories as required.

23. Evaluates and provides information and/or documents answering questions or Freedom of Information inquiries received from private individuals / organizations, buyers / potential buyers, or government agencies.
24. Collaborates with criminal investigations involving property sold by the DRMO; includes providing documents and information.
25. Prepares and submits material for historical reports, news items, and major accomplishments.
26. Maintains fiscal awareness regarding expenditure of operating funds.
27. Audits and verifies claims for reimbursement of DSR costs.
28. Provides backup coverage for other DSRs.
29. May perform QAE duties for the RGO under A-76.

Recycling Control Point (RCP) Liaison:

30. Interacts with DLA Depots on issues related to the acceptance, storage and removal of DRMS property from Depot locations. Conducts inventory reconciliations in conjunction with DLA Depots. Reconciles property accounting inconsistencies and discrepancies.
31. Responds to requests for assistance to resolve Supply Discrepancy Reports (SDRs) for RCP property.
32. Performs property accounting actions related to property received in-place and not otherwise on DRMO inventory.
33. Monitors transfer of eligible property to the contractor for sale.
34. Assists R/T/D customers by providing them additional information on specific items prior to requisitioning the property for further use.
35. Ensures data integrity by identifying FLIS errors, initiating changes, and making corrections to the accountable records. Initiates DEMIL challenges when necessary. Obtains Demil F instructions from item managers.
36. As needed provides briefings to Depot points of contact to keep them informed on DRMS and the RCP program.
37. Monitors property in transit and performs random inventory checks to ensure accuracy.

Quality Assurance Experts (QAE):

38. As designated Quality Assurance Experts (QAE), performs quality assurance for work performed by the Performing Activity (PA). Reports performance information, claims, disputes, and change order requests to the Continuing Government Activity (CGA) via the Surveillances Lead.
39. Performs as COR for contracts with Scrap Venture (SV) and Commercial Venture (CV) partners and monitors performance providing input regarding performance, claims, waivers, and disputes to the sales Contracting Officer (CO).
40. Promotes maximum reuse of property through contact with potential customers.
41. Maintains a want list of items required by local customers, periodically reviewing this want list against assets within DRMS.
42. Resolves, through close coordination with local GSA Area Utilization Officer and GSA Region, any question involving the priority between civil agency redistribution requests and/or donation requests.

43. Conducts interrogations, through DAISY and the DRMS Web Site, as requested by authorized customers.
44. May provide escort service for potential customers at receipt in place sites.
45. Assures property is not removed pending reutilization, recoupment, reclamation, demilitarization or other management action at receipt in place sites.
46. Administers the advertising and promotional aspects of DRMO redistribution operations.
47. Promotes the DOD Precious Metals Recovery Program (PMRP) to DOD activities and other Federal agencies.
48. Collaborates with criminal investigations involving property sold by the DRMO, to include providing documents and information.
49. Collaborates with criminal investigations involving property sold by the DRMO, to include providing documents and information.
50. Conducts interrogations, through DAISY and the DRMS Web Site, as requested by authorized customers.
51. Operates scrap yard to include receipt, segregation, and classification.
52. Performs as COR for the Demanufacturing contract to monitor/administer contract performance requirements. Provides information to the DRMS point of contact for delivery problems, claims, waivers and disputes and responds as directed by the SCO.
53. Performs as COR for the Federal Prison Industries (FPI) contract to monitor/administer contract performance requirements. Provides information to the DRMS point of contact for delivery problems, claims, waivers and disputes and responds as directed by the SCO.

DISPOSAL OPERATIONS/PROPERTY MANAGEMENT SECTION (AKOP)

FUNCTIONS:

Executes Warehousing functions within the DRMO, to include receiving, storing and accounting for property.

DISPOSAL OPERATIONS/DISTRIBUTION SECTION (AKOR)

FUNCTIONS:

Executes Distribution functions within the DRMO, to include issuing property.

DEFENSE REUTILIZATION AND MARKETING OFFICE BRANCH

ABERDEEN BRANCH (EMA)
 FT. DRUM BRANCH (EMD)
 GROTON BRANCH (EMG)
 LETTERKENNY BRANCH (EML)
 PORTSMOUTH BRANCH (EMP)

FT. MEADE BRANCH (EMM)
 TOBYHANNA BRANCH (EMT)
 CHERRY POINT BRANCH (EBC)
 FT. GORDON BRANCH (EBG)
 FT. JACKSON BRANCH (EBJ)

CAMP LEJEUNE BRANCH (EBL)	SCOTT AFB BRANCH (MCT)
RICHMOND BRANCH (ENR)	SELFIDGE ANGB BRANCH (MCS)
ST JULIEN'S CREEK BRANCH (ENS)	SPARTA BRANCH (MCP)
CAPE CANAVERAL BRANCH (MGC)	HOLLOMAN AFB BRANCH (VCH)
JACKSONVILLE BRANCH (MGJ)	KIRTLAND AFB BRANCH (VCK)
KEESLER AFB BRANCH (MGK)	TUCSON BRANCH (VHC)
PUERTO RICO BRANCH (MGP)	GREAT FALLS BRANCH (VHG)
FT. RUCKER BRANCH (MGR)	TOOELE BRANCH (VHT)
DULUTH BRANCH (MRU)	LUKE AFB BRANCH (VHK)
ELLSWORTH AFB BRANCH (MRS)	ANCHORAGE BRANCH (VWA)
MINOT AFB BRANCH (MRM)	FAIRBANKS BRANCH (VWF)
OFFUTT AFB BRANCH (MRF)	FAIRCHILD BRANCH (VWR)
WHITEMAN BRANCH (MRW)	BARSTOW BRANCH (VSB)
FT. BLISS BRANCH (MSB)	PORT HUENEME BRANCH (VSH)
CORPUS CHRISTI BRANCH (MSC)	NELLIS AFB BRANCH (VSN)
DYESS BRANCH (MTY)	CAMP PENDLETON BRANCH (VSP)
FT. HOOD BRANCH (MTH)	SIERRA BRANCH (VSR)
LITTLE ROCK AFB BRANCH (MTR)	SAN DIEGO BRANCH (VSS)
FT MCALESTER BRANCH (MTM)	TRAVIS BRANCH (VST)
OKLAHOMA CITY BRANCH (MTC)	29 PALMS BRANCH (VSL)
FT. POLK BRANCH (MTP)	VANDENBERG BRANCH (VSV)
FT. SILL BRANCH (MTS)	YUMA BRANCH (VSY)
ANNISTON BRANCH (MWA)	AVIANO BRANCH (ALA)
FT. BENNING BRANCH (MWB)	NAPLES BRANCH (ALN)
FOREST PARK BRANCH (MWF)	SIGONELLA BRANCH (ALS)
HUNTSVILLE BRANCH (MWH)	VICENZA BRANCH (ALV)
FT. STEWART BRANCH (MWS)	ROTA BRANCH (ALR)
BLUE GRASS BRANCH (MCU)	LAJES BRANCH (AWL)
FT. CAMPBELL BRANCH (MCB)	GERMERSHEIM BRANCH (AKG)
WRIGHT PATTERSON AFB BRANCH (MCW)	SPANGDAHLEM BRANCH (AKS)
CRANE BRANCH (MCN)	PUSAN BRANCH (ZBP)
GREAT LAKES BRANCH (MCG)	BANGKOK BRANCH (ZSB)
FT KNOX BRANCH (MCK)	IAWKUNI BRANCH (ZSK)
ROCK ISLAND BRANCH (MCR)	MISAWA BRANCH (ZSM)

FUNCTIONS:

As dictated by site specific workload requirements, performs all functions of a fully operational DRMO as listed above.